# Instructions Manual

Strip-Cut Paper Shredder

Model: RFQ323

**Paper Shredder Instructions Manual**


Installation

Operation

Maintenance

Troubleshooting

Warning


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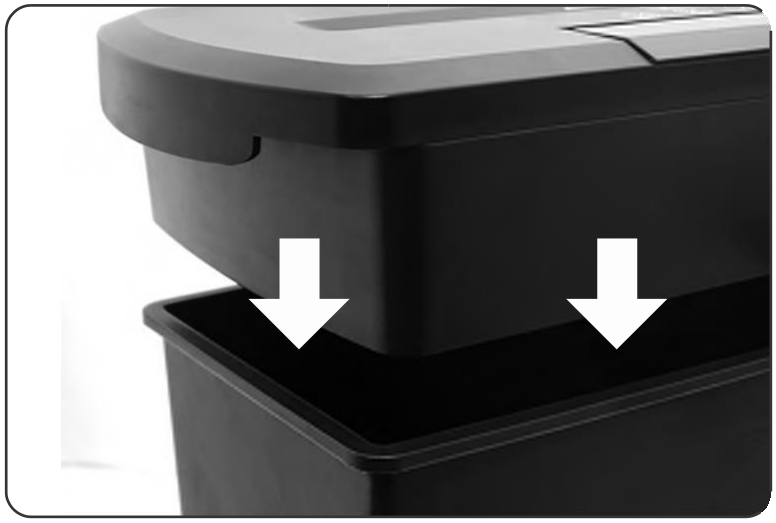
|---|---|
| 8 Sheets of 20 lb. bond paper* | 8 Sheets of 20 lb. bond paper* |
| Paper Shred Size:<br>CD Shred Size: | 1/4" (0.65cm) wide strips<br>4 pieces at 1 3/8" wide |
| Credit Card & CD Capacity | Only one per pass |
| Paper Feed Entry Width | 8 3/4" (22.23 cm) |
| Voltage | 120V~60Hz / 1.2 A |

*** ONE FOLDED SHEET OF PAPER EQUATES TO 2 SHEETS OF PAPER**
Heavier paper, humidity or other than rated voltage may reduce shredding capacity.

## INSTALLATION

Mount the shredder securely to the rim of the waste basket. (FIGURE 1)
A socket-outlet should be near the equipment and be easily accessible.
Connect the power cord to any standard 120 volt AC outlet.

**Caution:** Shredders may have very sharp exposed blades on the underside. Use care when mounting the shredder on the wastebasket.



## OPERATION

Using the switch located on the unit, select one of the following settings by sliding the switch either left or right.

I

**AUTO / ON:**
This setting allows the shredder to be automatically started by inserting paper into the shred opening. Always feed the paper in as straight as possible. When the paper has passed through, the shredder will automatically stop.

O

**OFF:**
This setting turns off all features of the shredder. For safety reasons, we recommend that you leave the shredder in the "Off" position whenever the shredder is unattended or not in use. (FIGURE 2)

R

**REV (REVERSE):**
In the unlikely event of a paper jam, the reverse setting can be used to help clear the cutters of paper that has not passed through. Never attempt to clear a jam by using the reverse function until you have emptied the wastebasket.

**CD DESTROYER / RESET:**
This feature destroys CDs into 4 individual pieces, rendering them inoperable. For further details, please refer to the next page.

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## OPERATION

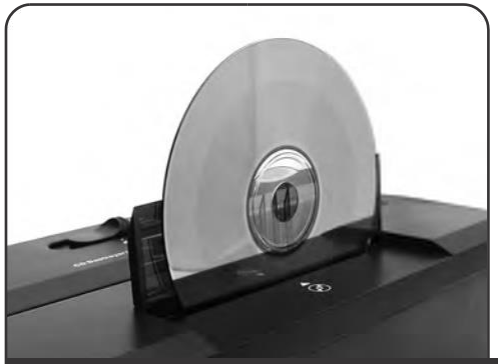
This shredder will shred staples and **small** paper clips. It is recommended that you remove paper clips whenever possible to extend the lifespan of your shredder.

**Never shred large paper clips, window or insulated envelopes, continuous forms, newsprint, transparencies, laminated documents, cardboard, any items with adhesives, hard materials or plastic (except Credit Cards and CDs).**

**Only shred credit cards by feeding them vertically into the middle of the entry, releasing when shredding begins. Never feed more than one credit card at a time. DO NOT ACTIVATE REVERSE FUNCTION WHILE SHREDDING CREDIT CARDS.**

**Overfeeding the shredder:** Shredding beyond the specified sheet capacity can result in extensive damage to the shredder. Overfeeding will strain the machine and quickly wear and break the cutting blades and internal components.

**Overheating with extended use:** In the event that the shredder has shred continuously beyond the maximum running time and overheating, the unit will automatically shut off. If this happens, switch the shredder Off for 30 minutes or longer before resuming normal operation.



## DESTROYING CDs and DVDs

Lift safety cover to expose the dedicated feeding slot. Press the CD Destroyer/Reset button to activate the shredding feature. Hold the disc by the edge and always feed one at a time into the slot. You may need to gently push the disc down to engage the cutting blades. Release the button once the entire CD has passed through and destroyed. Close cover when done shredding media.

**CAUTION! Do not hold CD/DVD with finger through the center ring while feeding into the shredder. Serious injury may occur.**

## MAINTENANCE

**Warning: Failure to properly maintain your shredder will void the warranty.**

Paper shredders require regular oil lubrication for optimal performance and extended lifespan. We recommend you oil your shredder once a month. Your basic vegetable or cooking oil (nothing flammable or petroleum based) can be drizzled onto a few sheets of paper and fed into the shredder.

**DO NOT SPRAY OR KEEP ANY AEROSOL PRODUCTS IN OR AROUND THE SHREDDER. DO NOT USE CANNED AIR.** Be sure to periodically empty the wastebasket to avoid overloading and damaging the cutting mechanism.

**CLEANING:**

- ALWAYS UNPLUG THE SHREDDER BEFORE CLEANING!
- Only clean the shredder by carefully wiping the unit with a dry soft cloth or towel.
- Do not clean or immerse shredder in water. Having the unit wet may result in damage or malfunction to the electrical components. If the shredder happens to get wet, be sure to completely dry the unit immediately with a cloth or towel.
- Never use anything flammable to clean the shredder. This may result in serious injury or damage to the product.

## TROUBLESHOOTING

If there is a problem with your shredder, check below for the symptoms and steps to resolve. If you continue to have problems, contact customer support at our Service Center. **DO NOT ATTEMPT TO REPAIR BY OPENING THE SHREDDER HEAD. This will completely void the product warranty.**

**The shredder does not work at all.**

a) Make sure the unit is plugged in and that the outlet it is plugged into is in good working order.

b) **Overheating with extended use:** In the event that the shredder has shred continuously beyond the maximum running time and overheating, the unit will automatically shut off. If this happens, switch the shredder Off for 30 minutes or longer before resuming normal operation.

c) The activation trigger of the shredder is located near the center of the feed slot. Be sure to feed directly into the center area to trigger the machine (especially applies to smaller pieces of paper or credit cards).

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## TROUBLESHOOTING CONTINUED

**The shredder runs in "Rev (Reverse)" mode but not in "Auto (On)" mode.**

a) While in "Auto" mode, the motor will not start running until paper is inserted into the feed slot. Set the unit to "Auto" and insert paper to be shredded. The trigger that activates the shredder in Auto mode is located directly in the center of the slot. If the paper you are inserting is narrow, it may not be activating the mechanical trigger. It is possible that the feed slot has become blocked with paper. Insert an index card or any rigid sheet of cardstock (old greeting card, file folder, or a sheet torn from a cereal box), directly in the center of the feed slot, while applying force to help push the jammed paper through. This will usually clear any paper blockage.

**The shredder is constantly running while in "Auto (On)" mode.**

a) It is possible that the activation trigger, which starts the shredder, has become blocked with paper. Insert an index card or any rigid sheet of cardstock (old greeting card, file folder, or a sheet torn from a cereal box), directly in the center of the feed slot, while applying force to help push the jammed paper through. This will usually clear any paper blocking the mechanical trigger and feed entry.

**How to clear a paper jam in the shredder.**

a) Switch the shredder over into Reverse (REV) mode. While in Reverse, the shredder will back up and loosen the jammed paper. If required, you may need to tug and remove several sheets to effectively clear the machine. When jammed paper is loosened or removed, switch back to the Auto-On mode to continue shredding. Repeat steps if needed.

b) With stubborn situations where the reverse function does not help, you may loosen the jammed paper with shredder oil (cooking oil is acceptable, nothing aerosol). Start by drizzling oil into the blades where the paper is jammed. Let it soak for about 30 minutes to completely saturate. Return the shredder back to Auto-On mode. If required, a rigid sheet of cardstock (old greeting card, folded file folder, or a sheet torn from a cereal box) can be fed into the shredder to help push the jammed paper through.

## ⚠ WARNING

Avoid touching the document feed opening with hands.

Product is not intended for use by children (product is not a toy).

Do not insert foreign objects into the document feed opening.

Do not spray or keep any aerosol products in or around shredder.

Avoid loose clothing or jewelry touching the document feed opening.

Avoid getting hair near the document feed opening.

- **RISK OF FIRE - Serious injury, loss or damage may occur.**

  Never use any petroleum based or flammable oils or lubricants in or around the machine as some oils can combust causing serious injury.

  **DO NOT SPRAY OR KEEP ANY AEROSOL PRODUCTS IN OR AROUND THE SHREDDER. DO NOT USE CANNED AIR.**

  NEVER dispose of flammable chemicals or materials that have come into contact with flammable chemicals (for example, nail polish, acetone, gasoline) in the shredder basket.

- **Never shred plastic (except credit cards and CDs), any hard materials, continuous forms, newsprint, or anything with adhesives including labels and envelopes.**
- Never shred beyond the specified sheet capacity. May result in extensive damage to the machine.
- A socket-outlet should be near the equipment and be easily accessible.
- Do not use the shredder if the power cord is damaged in any way.
- Never submerse the shredder or place near water or any heat source.
- Always turn the shredder off and unplug the power cord from the AC outlet before cleaning, moving, or emptying the waste basket.

  Never try to clean or clear the shredder blades.

- Never let the wastebasket become too full. Keep wastebasket emptied so that the shredder output is not impeded. This will lead to shredded material being pulled back up into the shredder and cause jams.
- Do not attempt to service this product yourself as doing so may expose you to sharp cutting blades and/or electricity and will void the manufacturers warranty.